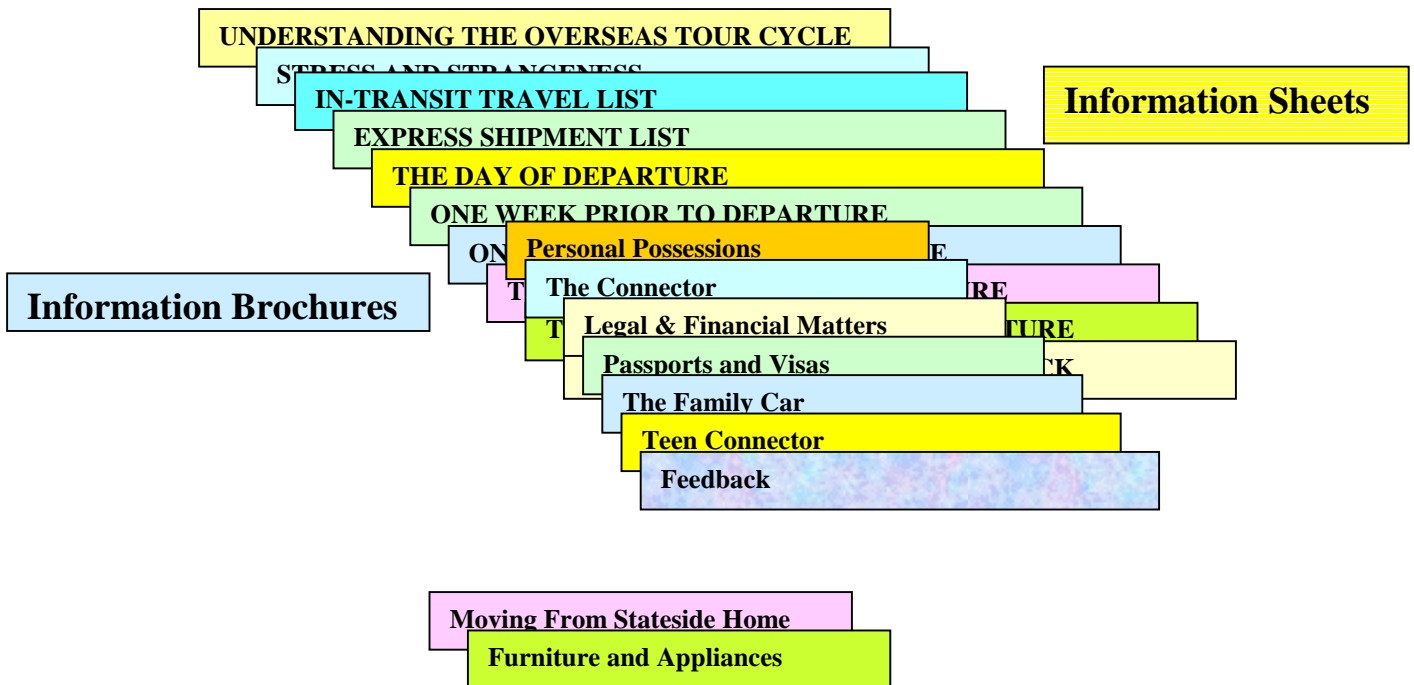


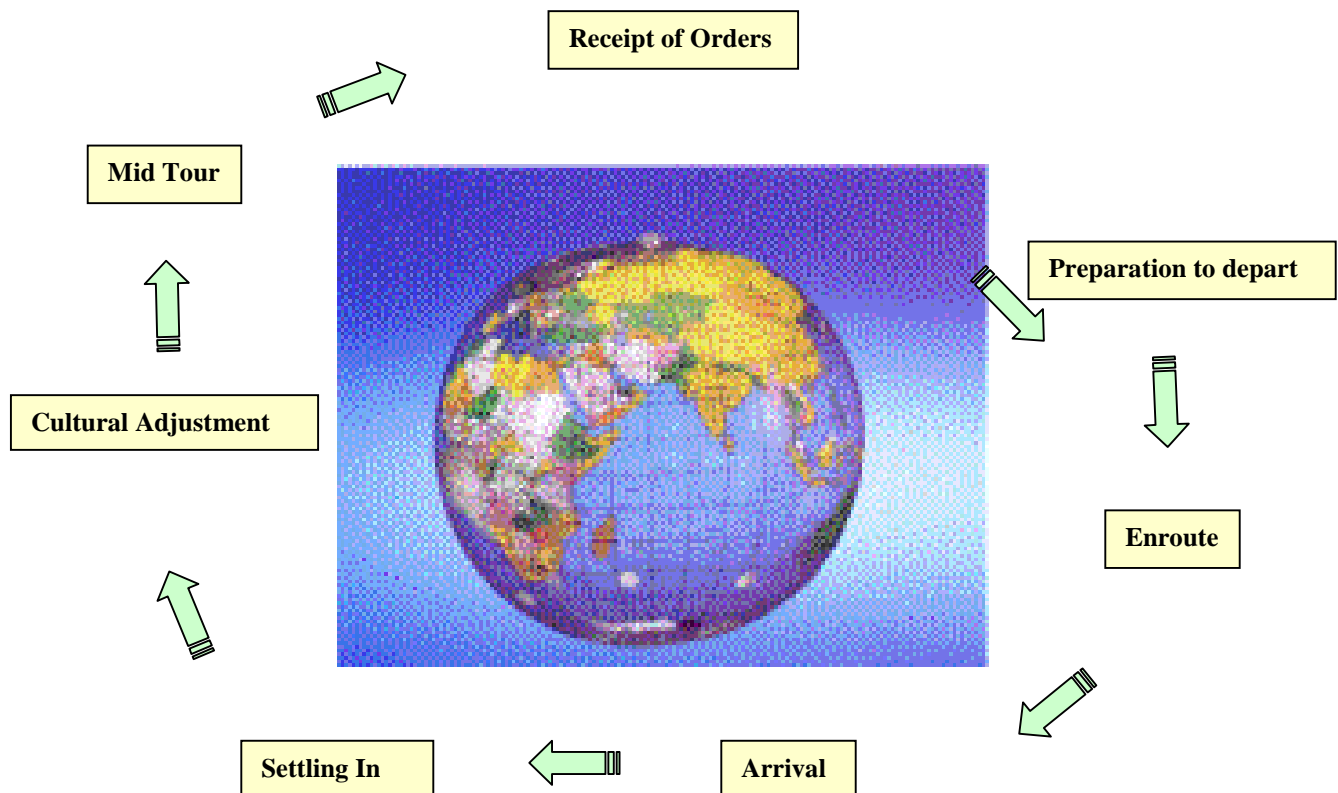
OVERSEASMANSHIP

GETTING THERE CONTENTS



UNDERSTANDING

THE OVERSEAS TOUR CYCLE



STRESS AND STRANGENESS

Stress

Before rushing off to begin the million little pre-departure errands, take an overall look at what you feel must be done and at how much time, you, your spouse, and children are willing and able to devote to it all. Next, you should prioritize the tasks

to avoid simply running out of time or energy partway through your list. A good place to start is with the various Ticker Files contained in Overseasmanship.

Throughout the relocation process, keep in mind that the entire family is involved in the move and, therefore, everyone needs to be informed and

active in the process of getting from here to there. Family communication, which contributes significantly to happy, successful overseas living should begin right at the start of your overall planning, for two important reasons.

First, all children, even young ones, need to be given some age-appropriate

information about the move. Otherwise their imaginations will provide their own explanations for the flurry of activity and the frequent but secretive adult discussions. It's wise to remember that kids develop radar just when you're hoping they're completely tuned out. It's also easier to deal with their legitimate concerns about a move without first having to dispel their erroneous perceptions and misguided conclusions based on their guesswork. While you don't have to involve them in every decision, you needn't wait until every issue is fully resolved before discussing anything.

The second reason to explain the situation to your children is so you can put them to work. After reading through the Tickler Lists, you should tailor it to your own family's needs. Then by whatever means your family uses or develops (parental decree, family council, etc.) define specific jobs and assign them to specific people, keeping in mind a few ground rules:

Every family member old enough to comprehend should have some voice in the disposition (sale, storage or shipment) of his or her possessions. (You may live to regret sending "Fluffy Bear" in your express shipment without checking first!).

Be flexible in dividing up jobs with your spouse. Just

because one of you is the servicemember doesn't mean that he or she should automatically be responsible for all the bureaucracy-related tasks. Also be flexible after jobs are divided up. If something is not being done by the assigned person, talk it through. Pinpoint the problem and renegotiate the assignments.

The tasks given to children should not preclude their contact with friends, routine activities or very special events.

Negotiation, compromise and tradeoffs may be useful alternatives to ultimatums (for example, let your teenager invite friends to help clean the basement in exchange for free time rather than isolating your child to work, work, work). Leaving is hard enough without making preparations seem like punishment.

The kids most eager to help will be those so young that they really can't accomplish much but who need to be included. Draw up a list of "jobs" in advance (maybe to pull from a job jar). In this way you'll have ideas ready when they demand to help (example: packing a suitcase can be done over and over).

Build upon and encourage your children's interests and curiosity.

A budding photographer can create an album about your home, community, friends, etc. Another could gather family history or stories. The MTV

fan could be in charge of videotaping. Someone may be fascinated by some aspect of the new culture - crafts, history, geography or language - and can share his or her expanding knowledge with the entire family.

Enlist outside resources. There's nothing like the thought of going overseas to make you decide to begin all the home improvements you've avoided during your stay at the current location. Be realistic. You can hire someone to paint your basement, but only you can learn the new language, visit aging relatives, help your children learn about the new culture, or even stay at your own job longer. There are house cleaners, painters, repair people and even relocation services at the local Fleet and Family Support Center just waiting for you to realize that perhaps you don't need to do all the drudgery yourselves.



This information has been adapted from "Moving Your Family Overseas" by Barbara Lyon Tobin

MORE ABOUT KIDS AND PCS MOVES

Typical
Children



of

Children
deal with
many

Children
need
to
know
the
family
is
working
together
during
this
transition.

Support
,
communication
and
love
are the

emotional issues when the family PCS's to a new home. They must "pull up roots" and become the new kids on the block. In order to best help your children, it is a good idea to first understand their behavior. Reactions will vary with age, but in general...



Infants and toddlers may:

- Be grumpy and fussy
- Reflect the family's tension
- Fear new places and people

Preschoolers may:



- Be shy and fear anything new
- Be moody, quiet or loud
- Feel alone and misunderstood

Teens may:



- Feel that the move will make them more dependent upon the family
- Feel out of control or frustrated
- Worry they won't be accepted



RECOMMENDED ITEMS

on to a familiar possession during the move (toy or picture).
➤ Little ones need a lot of



hugs and reassurance.

Help your child plan creative ways to stay in touch with friends and loved ones.

BEFORE THE MOVE

- Share with them your feelings of happiness or sadness. This gives the children permission to have feelings of

AFTER THE MOVE

- Organize the children's room first.
- Enroll your children in a sport or hobby as before the move.
- Stick to your regular routine as much as possible throughout the move.



Your children will be richer for the experience gained in moving, but will need your emotional support to understand and manage their feelings and the stress of growing up in a "mobile" military lifestyle.

Contact your local Fleet and Family Support Center Relocation Program for additional support.

hold

TICKLER FILE IN-TRANSIT TRAVEL LIST

Check When Completed

IMPORTANT PAPERS AND MISCELLANY YOU SHOULD CARRY WITH YOU TO YOUR NEW DUTY STATION, NEVER PUT THESE DOCUMENTS IN YOUR BAGGAGE THAT IS CHECKED; KEEP THEM IN YOUR POSSESSION AT ALL TIMES.

1. **Passport for each family member.** _____
2. Travel orders. _____
3. International Immunization Record for each family member. _____
4. Pet(s) shot certificates and other travel documents. _____
5. Travelers checks. _____
6. Credit cards (Internationally recognized ones are often helpful at your duty station). _____
7. Host nation currency. _____
8. Copy of emergency data. _____
9. Mini-first aid kit. _____
10. Copies of insurance policies (i.e., insurance policy on household effects; policy and written appraisals on separately insured valuables; life, medical, disability and group insurance policies, amount and beneficiary of each policy with their names and addresses and insurance policy on your automobile). _____
11. Social security cards for each family member. _____
12. Power of Attorney. _____
13. Copy of wills. _____
14. List of charge accounts and credit cards with numbers. _____
15. Inventories of accompanied baggage, possessions in storage, express and other household goods shipments. _____
16. Copies of packer's inventories. _____
17. Receipt for baggage. _____

More on Next
Page

RECOMMENDED ITEMS

**Check When
Completed**

-
18. Inventory of safe-deposit box contents. _____

19. Extra passport-size photos for each family member for use on arrival at new duty station. _____
20. Car papers (if applicable), including record of car serial and motor numbers and an extra set of car keys. _____
21. Certified copies of birth certificates for each family member, marriage licenses, divorce papers and proof of citizenship. If a naturalized citizen, original naturalization papers can never be replaced, so it is best to carry only copies of these documents. _____
22. List of all bank accounts (with addresses and account numbers) including names of persons authorized to make withdrawals and sign checks. _____
23. Medical and dental records for each family member. _____
24. Medical history of each family member (this might be difficult to collect overseas if parents are deceased or if necessary for insurance purposes). _____
25. Special medications and prescriptions. _____
26. Required uniforms (your household goods may not arrive for up to 4 months). _____
27. Children's car seat and booster seat. _____

Checklist of Suggested Items To Carry In Your Baggage

- A list of the serial numbers of all electronic equipment. _____
- Extra pairs of eye glasses. _____
- Pocket sewing kit. _____
- Clothes that suit new climate during transition time. _____
- A few favorite toys, games and books for children. _____
- Travel alarm clock. _____
- Extra diapers, baby food, formula, snacks and patience. _____
- A copy of your sponsor's orders inside each piece of baggage. _____

TICKLER FILE EXPRESS SHIPMENT LIST

RECOMMENDED ITEMS

**Check When
Completed**

-
- | | |
|--|-------|
| 1. Clothes for current climate. | _____ |
| 2. Sheets, pillows and cases, blankets, towels and washcloths. | _____ |
| 3. Small portable radio. | _____ |
| 4. Clock (remove batteries and tape them to clock). | _____ |
| 5. Flashlight (remove batteries and tape them to flashlight). | _____ |
| 6. Toys for small children. | _____ |
| 7. Books or hand work for relaxation. | _____ |
| 8. Cookbooks, if needed. | _____ |
| 9. Small assortment of tools. | _____ |
| 10. Writing paper, pens, pencils, envelopes and stamps. | _____ |
| 11. 2 or 3 small lamps. | _____ |
| 12. Pots and pans, bakeware and coffeepot (non-electric). | _____ |
| 13. Casserole dishes. | _____ |
| 14. Dishes, knives, forks and spoons (amount needed for family). | _____ |
| 15. Plastic bowls, canisters and colander. | _____ |
| 16. Spatula, large spoons, can opener (non-electric), kitchen knives, grater and potato peeler. | _____ |
| 17. Measuring cups and spoons. | _____ |
| 18. Salt and pepper shakers. | _____ |
| 19. Calendar. | _____ |
| 20. Small assortment of spices and flavorings that are used regularly (tape bottles shut, put into plastic bags and seal). | _____ |

More on Next
Page

RECOMMENDED ITEMS

**Check When
Completed**

- | | |
|---|-------|
| 21. Dish pan, rack and drainer. | _____ |
| 22. Iron and ironing board. | _____ |
| 23. Baby items, if new baby. | _____ |
| 24. Stereo system with small number of CDs and tapes (must be convertible to electrical frequency of new duty station). | _____ |
| 25. Television set if compatible with local channels and electrical output | _____ |
| 26. VCR (if applicable) and a small supply of tapes and/or games. | _____ |
| 27. Short-term supply of special dietary foods. | _____ |
| 28. List of all assets and liabilities including personal valuables with data on any insurance coverage, personal debts owed. Take your employment records for each adult. Information should include: names, places, dates and copies of any instrument entitling employee or survivors to special benefits such as insurance, pensions and stock options. | _____ |
| 29. Copies of income tax papers and significant tax returns (statute of limitations 3-6 years). | _____ |
| 30. _____ | _____ |
| 31. _____ | _____ |
| 32. _____ | _____ |
| 33. _____ | _____ |
| 34. _____ | _____ |
| 35. _____ | _____ |
| 36. _____ | _____ |
| 37. _____ | _____ |
| 38. _____ | _____ |
| 39. _____ | _____ |
| 40. _____ | _____ |

**TICKLER FILE
THE DAY OF DEPARTURE**

RECOMMENDED ITEMS

Individual Who Agrees
To Complete This Task

Check When
Completed

1. Get up early and be ready for movers.	_____	_____
2. Make sure cash, jewelry, important documents and other valuable items are secure; many people lock valuables in their car trunk.	_____	_____
3. Useful items to have on hand:		
⇒ Marker to make notations on boxes	_____	_____
⇒ Coffee	_____	_____
⇒ Cold drinks	_____	_____
⇒ Snacks for family and movers	_____	_____
4. Verify that the mover's inventory is detailed, complete and accurate. Don't accept any "miscellaneous" labels or entries, especially for valuable items.	_____	_____
5. Make sure condition of belongings is accurately noted. If anything is marked "scratched", "dented", or "soiled" also note location of these items.	_____	_____
6. Keep the Household Goods Office phone number on hand. If any problems or questions arise, call - don't argue with the carrier or its representative.	_____	_____
7. Confirm arrival time with the moving company.	_____	_____
8. Make final inspection to be sure nothing is forgotten. Look through closets, attic, basement and garage.	_____	_____
9. Turn off lights; close and lock windows and doors.	_____	_____
10. Leave keys with real estate agent or landlord.	_____	_____
11. Leave home only after the moving truck is on its way.	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____

1 WEEK PRIOR TO DEPARTURE

RECOMMENDED ITEMS	Individual Who Agrees To Complete This Task	Check When Completed
1. Dispose of flammable liquids such as spray paints, solvents, and thinners, and gas/oil/spark plugs in lawn mowers.	_____	_____
2. Make arrangements with housing or rental office for final walk through.	_____	_____
3. Prepare any computer equipment for packing. Be sure to back up files.	_____	_____
4. Set aside cleaning materials to be used after packing.	_____	_____
5. Return all library books and other borrowed items.	_____	_____
6. Retrieve all loaned out items.	_____	_____
7. Retrieve any developed film, dry cleaning, etc.	_____	_____
8. Separate professional books, papers and equipment. These items will be weighed and listed separately on your shipping inventory.	_____	_____
9. Clear up outstanding accounts.	_____	_____
10. Arrange disconnect dates with local utilities.	_____	_____
11. Start packing in earnest.	_____	_____
12. Pick up outpatient medical/dental records to hand carry.	_____	_____
13. Confirm child care arrangements for moving day.	_____	_____
14. Clean and dry refrigerator and freezer.	_____	_____
15. Clean oven.	_____	_____
16. Remove light bulbs from lamps before packing.	_____	_____
17. Dispose of any liquor (they cannot be shipped).	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____

TICKLER FILE 1 MONTH PRIOR TO DEPARTURE

RECOMMENDED ITEMS**Individual Who Agrees
To Complete This Task****Check When
Completed**

- | | | |
|--|-------|-------|
| 1. Decide what should be included in the accompanying air baggage. Remember that this baggage will contain the only possessions you will have for several days after arrival. Check with the airlines for the maximum allowable baggage weight. | _____ | _____ |
| 2. Decide on items to send, as your express shipment, that will enable you to set up light housekeeping at once. It might be 1-4 months before your surface shipment arrives. | _____ | _____ |
| 3. Reminder-if taking a pet, make an appointment with a veterinarian no more than 10 days before departure for your pet to have required shots. | _____ | _____ |
| 4. Provide your relatives with specific information about how to mail letters and packages to you. Also give them the telephone number for the Red Cross so they can notify you immediately in the event of serious illness or death in the family. This speeds Red Cross verification for authorization of emergency leave. | _____ | _____ |
| 5. Notify schools of your move and arrange to pick up records or learn the procedure to have the records sent to the new school. | _____ | _____ |
| 6. Ensure that your entire family is properly listed on the Defense Eligibility Enrollment Reporting System (DEERS). | _____ | _____ |
| 7. Decide what goes with you, what to sell, what to store and what to give away. Hold a garage sale. | _____ | _____ |
| 8. If vacationing enroute, confirm hotel reservations. | _____ | _____ |
| 9. Check expiration date on military identification card; update if necessary. | _____ | _____ |
| 10. _____ | _____ | _____ |
| 11. _____ | _____ | _____ |
| 12. _____ | _____ | _____ |

TICKLER FILE

2 MONTHS PRIOR TO DEPARTURE

RECOMMENDED ITEMS

Individual Who Agrees
To Complete This Task

Check When
Completed

1. Write your sponsor or command about your travel arrangements (departure from U.S., enroute stops, carrier, arrival date/time, and number of dependents accompanying you).
2. Notify your children's schools of impending travel plans in the event special examinations must be scheduled to allow completion of term work. Request sufficient grade reports, test results, teacher evaluations and samples of work to facilitate grade placement at your new command. Arrange for transcripts to be sent.
3. Rent a safe-deposit box for important records and arrange for your spouse and another relative or friend to have access to it.
4. Advise each adult member of the family to leave an up-to-date will, properly witnessed, with the original placed in your safe-deposit box. Retain a copy in your possession.
5. Notify stores of all charge accounts you wish to close.
6. Consider making contact with a "personal shopper" at one or more stores (e.g., shoe store) if you wish to order merchandise by mail. Obtain catalogs from mail order stores.
7. Check with your sponsor for any essential items which are unavailable or prohibitively expensive at your new command.
8. Obtain a change-of-address form from the Post Office and send a copy to your local Post Office, Federal and State Income Tax Bureaus, County Treasurer, Department of Motor Vehicles, magazine and book club subscription departments, insurance firms, credit card companies, stores with which you have accounts and any companies in which you have stock.
9. Survey your possessions so that items you plan to put into storage or have shipped can be repaired and cleaned.
10. Obtain, from an appropriate professional, a written appraisal of valuable items such as antiques, jewelry, furs and paintings.

Individual Who Agrees
To Complete This Task

Check When
Completed

RECOMMENDED TASKS

Page

11. The government will ship only one privately owned vehicle for you. Visit your Personal Property Office (PMO) to fill out a DD Form 828 (Motor Vehicle Shipment Application). Take copies of your orders for the application. While there, ask about the ports convenient to you which have service to the new duty station. Ensure that your designated agent has a Power of Attorney or a letter of authority from you if he/she will be making application of shipment on your behalf, or will be delivering your vehicle to the port for shipment.

12. Make an appointment with your car repair shop and provide the following checklist:

- Ensure the motor is in good operating condition.
- Be sure the windshield wipers are operative.
- Ensure the brakes (foot and hand) are adequate and in good operating condition.
- Check lights to make sure they are operative and properly adjusted.
- Ensure the horn is operative.
- Make sure the exhaust system is in good condition.
- Check head lamps, rear lamps, windshield and windows for cracks.
- Ensure the body and fenders are free from rust and major body damage.
- Ensure that the battery is fully charged.
- Verify that the cooling system contains sufficient antifreeze to prevent freezing in transit.
- Have the vehicle thoroughly cleaned and remove any foreign matter, that might harbor insects, from the undercarriage.
- Have a complete set of keys available to turn in with the vehicle.
- Remove hubcaps and tools to pack in the express shipment for immediate access.

10. _____

**TICKLER FILE
3 MONTHS PRIOR TO DEPARTURE**

RECOMMENDED ITEMS

Individual Who Agrees
To Complete This Task

Check When
Completed

1. Contact your sponsor as early as possible, or if you do not have a sponsor, submit a sponsor request form (NAVPERS 1330/2) through your present command. Marine Corps personnel may submit a request form through CONAD.
 2. Obtain individual passports for each family member.
 3. Make an appointment with the nearest Household Goods Office, Traffic Management Office or Personal Property Office for your pack out.
 4. Arrange for necessary inoculations.
 5. Schedule eye examinations for all members of the family and arrange for duplicates of eyeglass prescriptions as well as an extra pair of glasses for applicable family.
 6. Obtain certified copies of any marriage license, divorce decree, naturalization or citizenship papers, birth certificates, adoption papers or other documents that show official status.
 7. Renew driver's licenses so they will be valid when you return to the U.S.
 8. Obtain an International Driver's License, through the American Automobile Association, for use where valid.
 9. Coordinate travel plans with your PSD/CONAD per your orders (e.g., report no later than, report no earlier than, leave authorized, concurrent travel, no concurrent travel). In some countries, concurrent travel for dependents is not authorized because of housing limitations. This is very important for dual military couples who should discuss this with their detailers early in the detailing process. Staggered Projected Rotation Dates may be an option.
 10. Make travel arrangements for pets. (MAC flights have limited space).
- If shipping a pet, check with your PSD/CONAD office for current regulations. Most countries require certification of the veterinarian's exam and most shots must be scheduled so they are no more than 10 days old.

More on Next
Page

RECOMMENDED TASKS

Individual Who Agrees
To Complete This Task

Check When
Completed

-
- | | | |
|---|-------|-------|
| 12. Arrange to have all or part of your pay check deposited directly to a U.S. bank or credit union. This can be done through the Disbursing Office at your current command. It is best to use a financial institution with a branch office at your new duty station. | _____ | _____ |
| 13. Confirm that the automobile you plan to take is allowed at your new command (e.g., pollution standards). | _____ | _____ |
| 14. Purchase selected spare parts if you are going to a command with minimal service facilities (e.g., tires, fan belt, windshield wipers and various hoses). | _____ | _____ |
| 15. If retaining your U.S. auto insurance, check to see if it covers the new country. If you insure overseas, some companies will give reduced rates if you have a letter from your U.S. company showing an accident-free record. | _____ | _____ |
| 16. If you rent a house/apartment or live in quarters, tell your landlord or the housing office, in writing, of your date of departure. | _____ | _____ |
| 17. Single parents/dual military couples with children must update the Dependent Care Certificate (OPNAV 1740/1), available at the local PSD. This certificate allows a designated adult to care for your children during your absence. Marine families should contact CONAD. | _____ | _____ |
| 18. Decide how to save for unreimbursed moving expenses. | _____ | _____ |
| 19. Begin keeping track of relocation expenses. | _____ | _____ |
| 20. Make an inventory of possessions and their value. Photograph or videotape as necessary. | _____ | _____ |
| 21. Go to necessary medical/dental/optical appointments. | _____ | _____ |
| 22. If military member is going on Temporary Duty (TDY) prior to Permanent Change of Station (PCS), obtain Power of Attorney or letter of authorization. Sometimes, a "Special" Power of Attorney may be required. | _____ | _____ |
| 23. Don't place any more mail order purchases. | _____ | _____ |
| 24. Go to nearest Fleet and Family Support Center (FFSC) for new duty station information contained in SITES booklet. | _____ | _____ |
| 25. Request, through the FFSC, a Welcome Aboard Packet from your new duty station. | _____ | _____ |

OVERSEAS TOUR READINESS CHECK

Reality Check

Before transfer to an overseas assignment, every service member must be declared eligible for such duty by the commanding officer of the detaching unit. The Navy does not want to send overseas those service members who could be expected to experience difficulty. The overseas screening and selection program is designed to eliminate errors and reduce wasteful and nonproductive expenditures associated with overseas transfers. When you are interviewed, be totally candid. Do not treat this as a routine "rubber stamp" issue or let your spouse treat it that way. Do not brush aside or hide problems which you think may have a bearing on your eligibility for transfer or on your ability to complete a full tour of duty. Remember, the program is not designed to pry into your private life or have you reveal secrets you feel belong to you and your family. It is intended to help keep you and the Navy from making a costly mistake. By the way, a failure to successfully screen for overseas duty or a request not to screen due to mitigating circumstances does not mean a "black mark" on one's career.

There is one thing that is predictable about living

Overseas screening is a time for you to take a hard look at yourself and your family. Going overseas can be enormous fun. However, if you have troubling problems at home (financial, educational, medical, social or others), be sure they have been seriously considered and/or resolved before accepting the overseas orders.

You Are the U.S. Image

A thousand good deeds are easily overshadowed by a single negative incident. Most Sailors, Marines and their families overwhelmingly attempt to live in harmony within the host countries. Some even become active in community work. And yet the image of all of these well-meaning people, as well as the very image of the U.S., can be damaged by the acts of a few individuals who commit crimes while overseas. For those who would contemplate any criminal behavior while overseas, they must keep two things in mind.

First, the U.S. government and the host country usually have agreements that give the right of prosecution and punishment to the host country of any individuals committing crimes against citizens or property.

The second thing is of a more personal nature - who wants to be known by family and friends, shipmates and fellow soldiers as one who brought shame to their country, service or Corps?



Be proud, not arrogant about what
sets us apart as Americans.

Pre-Departure Overseas Check-Up

Medical Considerations

Many overseas areas **ARE NOT** equipped to handle complex or chronic medical and dental problems. Some areas, because of climate or environmental factors, may create major problems out of otherwise

"Travel is fatal to prejudice, bigotry, and narrow-mindedness."

Mark Twain

minor ailments. **BE HONEST** with the interviewer and give a complete appraisal of the health of your entire family. Not speaking up now and toughing it out is not a good idea. Usually, there is a good military medical facility at even the smallest of overseas bases. But, if a clinic has only one doctor, he/she cannot be available 24 hours each day. It is very important that

you and your family have a proper and thorough medical screening.

Substance Abuse

This is the time to deal with the issue honestly and, if necessary, to take advantage of the military alcohol/substance abuse rehabilitation programs. Dealing with alcoholism and the often antisocial behavior it engenders is something the Navy would prefer to treat before one embarks on an overseas tour.

The same can be said about drugs. The Navy/Marine Corps have a **NO TOLERANCE POLICY** regarding drug abuse. Therefore, if any member of your family has an abuse problem, you must discuss and solve the problem before you go overseas. Drug laws overseas are usually more severe than in the United States. Often, long prison sentences and sometimes automatic death sentences are the norm, with little, if any, consideration for first time offenses or the age or citizenship of the offender. You owe it to your family to make this very clear and to determine to what degree, if any, drugs might be a problem during an overseas tour.

Educational Factors

Educational problems should also be dealt with honestly. If you have a child who has a learning disability, is physically handicapped, hard of hearing, has vision problems or is otherwise handicapped, you should make this very clear. The Department of Defense Dependents School (DoDDS) system operates worldwide, but most of its schools cannot handle special problems. The kind of facilities available can have a profound effect on your ability to function effectively overseas. Make clear what your problem is and get a precise answer as to what is available to help you.



Financial Matters

Serious Financial difficulty or accumulated debts which you are having trouble paying should be fully explained. If your family depends upon two incomes, be sure to check with your local Fleet and Family Support Center (FFSC) concerning the availability of a job overseas through the Spouse Employment Assistance Program (SEAP). The days of favorable exchange rates when Americans could live well and save money while overseas are over. Financial difficulties at home are never pleasant, but they can be disastrous overseas.

Marital Check



Experience has shown that an overseas tour will not automatically renew a troubled marriage. If you and your spouse need to discuss marital difficulties with a counselor, contact your local Chaplain's office or the FFSC for referrals. On the other hand, some marriages are strengthened during an overseas tour. Objectively look at your own relationship before accepting orders.

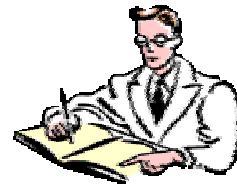
Moving From Your Stateside Residence



Changing Your Address

As soon as possible, notify individuals, companies and institutions that your address will be changing. You can obtain a Change-of-Address packet from your local U.S. Post Office. Notify:

Banks/Credit Unions
Book/Music Clubs
Catalog Merchants
Church/Synagogue/Mosque
Credit Cards/Creditors
Insurance Companies
Magazine/Newspaper Subscriptions
Medical Facilities (Military and Civilian)
Accountant
Attorney
Investment Broker
Veterinarian



When Movers Pack for You

When you use the services of a moving company, you will be required to do little or no packing yourself. You may however want to take some precautions to see that cherished, irreplaceable or especially valuable items are handled and protected to your satisfaction. Keep personal luggage and hand carry items separate from items to be shipped. Ask your moving company how they handle items such as antiques, crystal, etc., to determine if you prefer to store these items or pack them yourself. Often, moving companies who transport items you pack yourself, won't insure or take responsibility for them. Confirm the company's policy beforehand. Inquire about the amount of insurance coverage the moving company provides and whether coverage is for the replacement cost or depreciated value. Moving companies use cartons and containers specially designed for such items as mirrors. For added safety, request extra containers to pack any items you choose to move yourself. Be sure to label them "Do Not Move" so the movers will not mistakenly load these cartons into their truck or van. The government has self-insurance and the Household Goods Office has information regarding this. Disconnect and prepare all components (i.e., stereos, VCR's) and major appliances. Remove personally owned ceiling fans. Remove pictures, curtain rods, mirrors and utensil racks from walls. Disassemble outdoor play equipment and structures such as utility sheds.

More on Next
Page

Terminating Civilian Housing Leases/Rental Agreements

If you have a written lease with a fixed life, you have to follow it, or it can cost you a lot of money. If you're moving, the best situation is when your move is at the end of your lease. But what happens if you have to move before the rental agreement is up?

If you have a "military transfer clause" that lets you "out" of the agreement when you're transferred, you're in good shape.

When in doubt, make an appointment to see a legal assistance lawyer at the installation Legal Services Office.

**"Been There - Done That" Hint
Remember to take some things to
remind you of home.**

Selling Your Home

Here are some suggestions that can help you sell your home quickly and at the highest possible price:

- Contact the Housing Referral Office to obtain information regarding listing your house.
- Work with a reliable real estate agent who will advertise frequently, screen prospects and show your house in a professional manner.
- Attend a home selling workshop. Your Relocation or Housing Referral Office can provide information regarding these workshops.
- Take care of obvious repair and maintenance chores before your house goes on the market. Your real estate agent can help you determine which jobs are most important to help achieve a fast sale. For example:

- Paint: inside and out
- Mow lawn, rake, prune shrubbery
- Cleanup clutter in attic, garage, basement, closets, etc.
- Fix leaky faucets
- Refinish/wax floors
- Shampoo carpets
- Clean kitchen and bathrooms
- Repair appliances



OVERSEASMANSHIP INFORMATION BROCHURE



Furniture and Appliances

Moving Electronics

The following are some tips on preparing, packing and moving electronic equipment:

- If possible, pack in the original cartons, if not, pack each item separately.
- Code wiring with tape for easier reinstallation.
- In hot or cold weather, allow equipment to return to room temperature before turning it on.
- When moving a personal computer, "park" the hard disk using the "Park.exe" file that is usually included on the system diagnostics diskette. To protect the floppy disk drive, put in a blank disk and close the drive. Be sure to backup all files.
- When moving a stereo, fasten down the tone arm, tighten the turntable screws and secure the dustcover.
- When moving a CD player, check instructions to secure the laser. Heat can warp CDs, so don't put them in a place where they will be subjected to high heat.

What Goes - What Stays



Our household goods represent a major investment, and although the government will generally ship all your household goods to an overseas duty station, it pays to give some thought to what you really need to take.

The first consideration is value. Any overseas transfer means your furniture will be shipped and transshipped; that is, moved from truck to ship and back with perhaps a train trip included. Despite the most careful handling, there is always a chance for damage. While claims for damage do eventually get settled and insurance claims paid, you may find that a suitable replacement or proper repairs are not readily available. In general, it might be better to leave particularly valuable or hard to repair or replace items in storage in CONUS. A third shipment of items of particular sentiment or monetary value can be shipped to a relative or friend for safekeeping.

This shipment is authorized when the distance involved is less than the distance between your current duty station and your new duty station. For example, if you are currently in Norfolk, VA. and are going to Gaeta, Italy and you want to send your firearms and most of your antique furniture and glassware to your mother in Chicago, this can be authorized because the distance from Norfolk to Chicago is less than the distance from Norfolk to Gaeta. Confused? For further information about **ALL** your authorized shipments, contact your local Personal Property Office.



There are advantages to taking as much of your furniture and as many of your appliances as is reasonable. If you can use your own furniture, you avoid the expense of possibly having to rent or purchase furniture when you arrive in the host country. If possible, take your beds; they may be the hardest pieces of furniture to replace overseas..

Another consideration is size. American homes are apt to be larger than those in other countries and American furniture is built to conform to the larger size. Many Navy/Marine Corps families have been disappointed to find their furniture just didn't fit in those smaller style houses. Some overseas bases provide items of furniture on a loan basis. Using the Overseas Living Conditions Report, your sponsor, new command and local Fleet and Family Support Center can provide information that should help you in making your decision.

Voltage Facts

Compared to other people, Americans are very "appliance conscious". Our kitchens are veritable electronic warehouses. In most cases, our American appliances are not designed for foreign electric current, usually because of differences in voltage and/or cycles per second. They work, but at a slower rate. For example, a clock will give you much higher overseas, can be reduced through the use of transformers and even in overseas military exchanges but are often available at thrift shops or these adapters, appliances may burn out or not work at all. another. Most, but not all, overseas on-base housing comes equipped with Off-base housing may not be as fully equipped, if at all. In Japan for appliances, there may not even be room for them. So double check with your sponsor, your new command and the Overseas Living Conditions Report or at the Standard Installation Topic Exchange Service (SITE) Website: <http://www.dmdc.osd.mil/sites>



50 minutes to the hour. Voltage, often adapters. These devices may be expensive from departing military families. Without Recommendations vary from one area to stoves, refrigerators, washers and dryers. instance, off-base homes may not have the

OVERSEASMANSHIP INFORMATION BROCHURE

Personal Possessions and The Family Pet



Firearms



While ownership of firearms is generally easy in the United States, this is not the case in most other countries. Before you ship your firearms, make certain you are authorized to possess such items in the new host country. Whether you live on-base or off-base, your right to have a firearm depends on the host country's laws. Also keep in mind that in a politically unstable area, weapons of any kind are the most prized targets of thieves, and you may be inviting trouble. Even in regions where you can own sporting arms, you may find the hunting licenses, permits and guides (often required) prohibitively expensive. Many overseas bases have sport clubs where firearms and equipment can be rented. Check this information with your new command to find out how to register your weapon upon arrival.

The Important stuff

Although the household goods weight allowance is limited, it is important to pack some personal possessions. Children adjust with greater ease to a new environment when they are surrounded by familiar belongings such as favorite toys or special keepsakes. Records, tapes, magazines, videos and books become very important where there is no English language radio or television. Access to a public library may not be feasible, so consider including an encyclopedia, atlas, dictionary and other reference material in your shipment.

Clothing

Pack clothes that are suitable to the new climate. The Navy Exchange will have some clothing, but seldom the selection you are used to, and items may be out of stock for months at a time. If someone in your family has an odd size problem, particularly in shoes, be sure you are well supplied before you leave. Try to arrange with a friend or relative for shipments of hard-to-find items, as needed. Also take along mail order catalogs. When you order, allow plenty of time for shipping.



THE PET PICTURE

Taking the family dog or cat with you can be a great comfort. After all, pets are members of the family, and children in particular will find their presence comforting. On the other hand, bringing a pet from the United States into a foreign country may range from difficult to annoying to downright impossible. In some cases it verges on cruelty to the animal.

Before making any decision, obtain correct information about the regulations governing shipment of animals into your host nation. Once again, your new command will have the up-to-date information. Some countries have eradicated rabies and maintain severe restrictions on animal importation. Your pet may be put into quarantine at a facility not necessarily near you for a period ranging from two weeks to one year. Check the quarantine regulations of your host nation **BEFORE** you make any decision. Generally, you must pay the cost of keeping the animal in quarantine as well as the initial shipping expenses. In almost every case, a veterinarian's certification is required to assure that the pet has the proper shots within three months prior to entry. Also, a health certificate, not more than 10 days old, will be required for entry. If you do decide to take your pet overseas, please remember that the transportation costs are much cheaper when the animal travels on the same plane as you rather than following at a later date. However, housing conditions at your new duty station may be such that keeping a pet with you may be inconvenient or even impossible. For example, if you and your family end up spending several months in temporary housing or even the Navy Lodge, pets may not be allowed. Besides, you, your spouse, the children and the large German Shepherd may be more than a little uncomfortable in the small apartment.



High Value

To prevent loss or theft, consider leaving expensive jewelry that is seldom used, irreplaceable, inherited or any other high value and/or antique items either in a safety-deposit box or with your family.

OVERSEASMANSHIP INFORMATION BROCHURE

The Connector

How To Use The Connector

**If You Are The Arriving Servicemember
and/or Family**

1. Complete the following information.
2. Mail to your designated sponsor or other point of contact at the new duty station.

Check this box ☐ if you give permission to your sponsor to copy and distribute this brochure to other individuals and/or organizations who may wish to contact you and/or your family, before or after you arrive, at your new duty station.

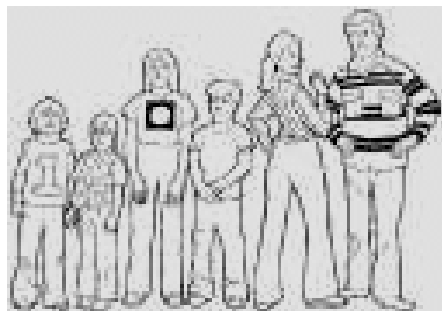


**Use this to link
up with people
or organizations
already at your
new duty station
who have
interests or
activities similar
to yours.**

**If You Are The Recipient of
this Brochure**

Please contact and welcome this individual and/or family and identify any interests or activities of you and/or your organization.

WELCOME



About Me and/or Our Family

Adult Family Members

**Servicemember Assignment
at New Duty Station**

Service Member

Spouse

Other (Specify)

Dual Military Family

Single Parent Family

Children & Their Ages

Current Address & Phone #s



A

Arrival and Tour Schedule

Scheduled to depart from:

Departure date will be:

Scheduled to arrive at:

Arrival date & time will be:

Personal and/or Family Interests



List or describe activities that are of interest to you and/or your family. For example: travel, church groups, types of sporting activities, etc.)



Living Quarters Will Be At:



OVERSEASMANSHIP INFORMATION BROCHURE

Legal and Financial Matters

Don't Lose...

Most families have important papers and documents that they **CANNOT** afford to lose. These papers are difficult, if not impossible, to replace. Do not pack these items in your household goods shipment. Hand carry these items. These items include:

- ◆ Passports
- ◆ Immunization records
- ◆ Official birth, marriage, divorce, adoption or death certificates
- ◆ Wills
- ◆ Powers of attorney
- ◆ Naturalization papers and complete information on citizenship proceedings
- ◆ Tax records and other documents necessary to file taxes
- ◆ House or property deeds and associated papers received at closing
- ◆ Military records
- ◆ Bank books, savings bonds and other securities
- ◆ Social Security Cards
- ◆ Car titles and, where necessary, shipping papers
- ◆ Sales receipts for household furniture and other high value items
- ◆ Insurance papers

- ◆ Official orders
- ◆ Medical and school records
- ◆ Employment records and references
- ◆ Pet records

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Property

If you own a home, be sure you have all the papers in order. If you are renting it while you are away, make certain that the rental agreement is as well written and as clear as possible. Trying to resolve landlord-tenant problems from several thousand miles away is difficult, if not impossible. Consider hiring a rental agent. Have any rental contract or agent agreement checked by a Navy legal assistance attorney or by your lawyer.

Wills

While obtaining and reviewing your papers, be sure your wills and powers of attorney are up-to-date. Your Navy Legal Services Office (NLSO) can help you with this also. One always hopes a will won't be an immediate necessity, but not having one can cause significant problems while trying to untangle not only American laws, but also those of a foreign country.

Insurance

It is a good idea to check current coverage of any life, accident, health or dental insurance policies to determine if you need to carry extra coverage. Be sure that your living overseas does not change some provisions or make them so you cannot take advantage of them. Also, consider purchasing personal property insurance before leaving the U.S.



Banking



Before you leave **CONUS**, be sure you have made arrangements for easy access to your savings and checking accounts. You may need a rather large sum of money to make deposits, pay rent and cover other fees if you will be living in off-base housing. Members of some credit unions, such as Navy Federal Credit Union, may find no problems. However, not all credit union offices overseas are cash-using credit unions and you may find you will need to open a checking account at a local bank overseas as well. If you can, establish a line of credit with your bank in **CONUS** and buy sufficient travelers checks to take with you. **DO NOT CARRY LARGE SUMS OF CASH!** Also, notify all your creditors in writing that future payments may be delayed due to overseas mailing. If at all possible, include your new mailing address. Also, please note that the mailing delays work both ways. You may not receive time dated mail in time to react and your bank statements could reflect activity as much as one month behind.

Telephones

In most countries, you can now save on phone calls back home to the United States through one of a variety of programs offered by AT&T, MCI, SPRINT and others. Check with one or all to find the program best for you. Remember, should you go traveling outside your host country you may find an international telephone credit card one of the handiest cards in your wallet.

Subscriptions

It is important to notify all magazines, book clubs and/or music clubs of your impending move overseas as early as possible. Be sure to enclose your new overseas mailing address. Inquire as to whether or not your new military address will affect the conditions of the subscription.

Family Emergencies

Before leaving for overseas, inform your families in the United States as to the correct method of reaching you in a family emergency. Too many times valuable time is lost because the family in the United States has not contacted the American Red Cross. Also, what each one of us may consider an emergency, may not be considered such for emergency leave travel. Tell your relatives of the regulations, what is deemed appropriate verification, who to contact and how. You may contact your local Red Cross office for more information on procedures for emergency notifications.



OVERSEASMANSHIP BROCHURE



INFORMATION

Passports

WHY YOU NEED A PASSPORT

You can obtain passport information and even print the application, DSP-11, from the U.S. Department of State Website at:
http://travel.state.gov/passport_services.html

All military family members must have passports before going overseas. You will also need a passport in order to visit any other country as a tourist.



All children should have individual passports in the event they have to make an emergency trip back to the United States alone. If children are on one parent's passport, neither parent nor the child can travel outside the country of assignment independently.

Applying in Person for a Passport

In the United States, application for a passport may be presented in person at a passport agency or at one of the several thousand Federal or state courts or post offices which accept passport applications.

If you are overseas, you may apply at the nearest U.S. embassy or consulate or Navy Legal Services Office. U.S. citizens who must appear in person need to bring:

- a certified copy of their birth certificate or a Certificate of Naturalization or a previous U.S. passport
- a completed DSP-11, Passport Application
- two recent 2 x 2 inch identical photographs
- proof of identity (a valid driver's license or other valid photo I.D. will suffice)
- the application fee

Passports by Mail

You can apply for a passport by mail (without a personal appearance) if you meet the following requirements:

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- you have had a passport issued within 12 years prior to the date of the new application
- you are able to submit your most recent U.S. passport with your new application
- your previous passport was issued on or after your 16th birthday

For further information and to obtain Form DSP-82, Application for Passport by Mail, contact the nearest U.S. passport agency or, if you are overseas, consult the nearest embassy or consulate. You will need the following:

- your previous passport
- two identical photographs (2" x 2")
- the passport fee

Since it may take several days to prepare and mail your new passport to you, do not wait until your existing passport expires.

VISAS

The country to which you are assigned may require you and each of your family members to have visas in your passports before you can enter the country. The same office that takes your passport applications can tell you if you will need visas and may get them for you.

If you do need visas, check the passports when you receive them to be sure the visas are there.

No Fee Passports

If military family members are authorized to accompany you overseas on your orders, they must obtain "no-fee" passports. Some military assignments may entitle the sponsor and his or her family members to official or diplomatic passports. These are also free of charge. For the military family member, official and diplomatic passports, apply to your installation's passport acceptance agent; usually located in your local PSD. In addition to the normal application requirements listed previously, you will need an authorization from your sponsoring agency such as your orders or form DD-1056, Authorization to Apply for an N0-Fee Passport.

It would be wise, however, to consider obtaining a regular U.S. passport. In light of the rise in terrorist activities, it may be worthwhile to travel with a passport that does not associate you with the U.S. military. Some countries will not issue visas on a no-fee passport.



OVERSEASMANSHIP INFORMATION BROCHURE



THE FAMILY CAR

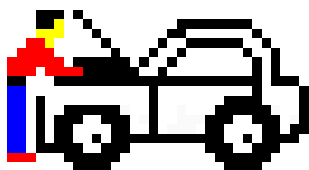
Old Roads, New Rules

Crowded, narrow streets dating back to the fifteenth century may be picturesque, but they can be hard on the fenders and doors of wide-bodied American cars. On the other hand, although streets are narrow, a van is no larger than some local trucks and buses and may be the only choice for a large family.

In many other countries, the driving is on the opposite side of the road. Cars manufactured for those countries are made with right-hand steering wheels that make driving easier. If you choose to purchase a used car overseas, getting used to driving on the opposite side is not difficult and you will find you adjust to the new steering quickly as well.

Another consideration is a CB. If you have one in your car, make sure it is allowed in the host country. In many countries, CBs are illegal. The same should be considered about radar detectors.

TAKE IT OR LEAVE IT?



In the United States, we almost always think of having our own car. The U.S. government will generally pay for the shipment of one privately owned vehicle to a new duty station overseas. In a few cases, long distances between housing and the duty

may render a vehicle a virtual survival tool. However, in some overseas assignments, taking your own vehicle with you is not permitted. Your orders will reflect this information and SITES

and your sponsor will also provide you with details. In some overseas areas, local used cars, vans, and motorcycles can be purchased fairly reasonably. But even if permitted, you may give some thought to not taking the large family vehicle with you.

Consider the type and size of your car and its present condition. Some models of American automobiles cannot be shipped to certain countries (pay particular attention to this issue if you are destined for Japan). Remember that an American car is a "foreign import" wherever you are going. Parts and service may be difficult to find or could be quite expensive. It may be advisable to purchase selected spare parts to take with you if you are going to an area with minimal service facilities (e.g., tires, fan belts, windshield wipers, hoses, etc.). In addition, cars

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that use unleaded gasoline may be a problem in an area where only leaded fuel is available. In order for such a car to burn leaded gasoline, the catalytic converter will have to be removed, usually before shipping. Be sure to check on the availability of unleaded gasoline in your new host country area **BEFORE** converting your vehicle. If conversion is done, keep all receipts, or you may not be able to return the vehicle to CONUS. Pollution control regulations vary greatly, with the cost of modifications to meet local laws running as high as several hundred dollars.

As you can see, in some instances it is much easier to leave the family car in CONUS or sell it and buy a used car from a military family leaving your new duty station. Such a vehicle will meet all the host nation's safety, pollution and insurance standards.

Whatever you decide about an automobile, be sure your decision is based on sound information and advice. Your receiving command or your sponsor is perhaps the best source of information.

DRIVER'S LICENSES

You may want to obtain an international driver's license. For information, call the American Automobile Association (AAA) in your area or the Department of Motor Vehicles. Make sure you also have a valid U.S. license and know how to renew by mail if necessary. Bring mail renewal forms with you. Laws differ from country to country as to the validity of your American driver's license. In some countries, your U.S. license is valid, but certain countries require a local license as well. In order to obtain a host nation license, you will need to have a valid U.S. license. Once again, it is invaluable to check with the FFSC Relocation Assistance Program or your sponsor.



Paperwork

If you decide to take your vehicle with you, you will need all ownership and up-to-date registration papers with you in transit. If you have a bank/credit loan, you do not need a note from the bank giving permission to take the vehicle outside CONUS(OCONUS), although you may want to start an allotment to cover the payments. Upon arrival at your new duty station, contact the base shipping office

immediately. If your vehicle has not yet arrived, provide an address and telephone number where you can be reached.

If someone is processing the car on your behalf, he or she must have a special power of attorney or a signed statement of authorization. Talk with your insurance agent about your current policy. Find out what it will cover enroute and while overseas. It may be advisable to ask about special coverages. Sometimes your policy can be extended to cover the country to which you are going and sometimes not. You may need to have U.S. automobile insurance as well as host country insurance. Your new command and your sponsor can supply you with this information.



OVERSEASMANSHIP INFORMATION BROCHURE

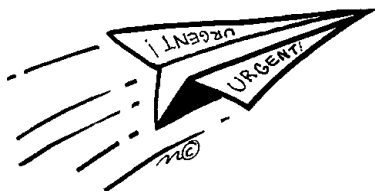
The Teen Connector

How To Use The Connector

If You Are The Arriving Teen

1. Complete the following information.
2. Mail to your family's designated sponsor or other point of contact at the new duty station.

Check this box ☐ if you give permission to your sponsor to copy and distribute this brochure to other individuals and/or organizations such as the new school you will be attending and/or area youth group organizations.



If You Are The Recipient of this Brochure

Please notify youth groups and/or other appropriate organizations about the arrival of this teen. If permitted (see above) provide copies of this brochure.

Use this to link up with people or organizations already at your new duty station who have interests or activities similar to yours.

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ALL THAT I WANT YOU TO KNOW ABOUT ME

The name my parents gave me: _____

The name I respond to: _____

Age: _____

I can't live without: _____

I can't stand: _____

Best feature: _____



Photograph or Artistic Rendition of Me Personal Interests



Current ETA Data



Will depart from: _____

on (date) _____

Will arrive at: _____

**If there is anything that I must know
before I get there, please contact me at:**

Address

Phone Number:

FAX Number:

E-mail Address:

Pager:

**Computer Home
Page Address:**

Other:

OVERSEASMANSHIP INFORMATION BROCHURE

FEEDBACK FEEDBACK

If you have ideas on how to make this a better resource, please fill in the following information and mail to:



NAVY PERSONNEL COMMAND
ATTN PERS-662E1
5720 INTEGRITY DRIVE
MILLINGTON TN 38055

Suggested Modifications

Description of Item	Your Ideas for Improvement
<hr/>	<div data-bbox="511 1213 933 1407"></div>
<hr/>	<div data-bbox="511 1444 933 1638"></div>
<hr/>	<div data-bbox="511 1675 933 1869"></div>

Been There Done That

Provide some one-liners about lessons you learned during your overseas experience: ideas such as "Bring a step ladder."

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What kinds of things should be added to this folder?

GENERAL COMMENTS
